



NON-APPROPRIATED FUND

JOB OPPORTUNITIES

OPENING DATE: **22 December 2003**

CLOSING DATE: **31 December 2003**

POSITION TITLE:

MOTOR VEHICLE OPERATOR

SERIES AND GRADE:

NA-5703-07

RATE OF PAY:

\$10.66 per hour

LOCATION:

School Age Services

APPOINTMENT CATEGORY:

Regular Full Time

ANNOUNCEMENT NUMBER:

N03-049

NONAPPROPRIATED FUND OFFICE:

913-684-2747

SUMMARY OF DUTIES: Performs a variety of duties involving the safe operation trucks, passenger vans, passenger buses and other vehicles providing pick-up and delivery of supplies, equipment, furniture, employees, and children/youth. Primary function will be to provide shuttle service of children/youth and employees to various Child & Youth Services facilities, which will encompass the entire Installation area as well as periodic service off post. Performs operator maintenance on all vehicles operated. Vacuum cleans rugs, carpets and drapes. Sweeps, mops, strips, scrubs, waxes, and polishes floors, using heavy industrial-powered equipment. Washes and replaces. Maintains restrooms in clean, orderly, and sanitary condition. Replaces ceiling tiles; repairs minor structural damage to furnishing; repairs minor damage to walls, painting same with pre-mixed paints, replaces light switches, bulbs, heating and cooling filters; unplug drains, assembles and disassembles furniture; hanging mirrors, signs, and decorative items. Loads and unloads trucks, vans, and other conveyances; moves supplies, materials, and equipment to proper location. Mows grass, using hand or power mower; weed flowerbeds, and trims and edges around walks using hand clippers or powered edging tools.

QUALIFICATION REQUIREMENTS: Knowledge of passenger bus operations. Skill in maneuvering buses in difficult traffic and in a variety of constricted locations while maintaining time schedules. Knowledge of motor vehicle operations, speed and safety requirements in order to make difficult judgements concerning loading and arranging cargo, overhead and side clearances, turning radius, braking distance and distance to be maintained between vehicles. Ability to safely back a truck with or without a trailer over

ground, which is uneven and soft or into areas without causing damage to property. The ability to lift and move heavy-weighted objects. Skill and dexterity to operate and use a variety of tools in performing minor repair functions and to operate light and heavy powered equipment, such as vacuum cleaners, buffers and power mowers, and ability to perform minor maintenance on this equipment.

PHYSICAL EFFORT: Incumbent is required to maneuver longer and heavy vehicles, especially when backing up; loading and unloading material/equipment; hook up, detach, and operate accessory equipment and their controls; makes more frequent arm and leg movements. The work requires frequent stooping bending reaching, and climbing on and off trailers. Must be able to control heavy cleaning equipment, set up and dismantle, carry, climb and work from ladders and scaffolding. Frequently must lift and/or move objects weighing in excess of 50 pounds and occasionally over 100 pounds.

WORKING CONDITIONS: Incumbent is required to work in all kinds of weather and traffic and is subject to the possibility of traffic accidents. Incumbent is exposed to cuts, scrapes, bruises, and broken bones while driving the vehicle an/or loading and unloading, storing supplies, or moving furniture or equipment; while working powered equipment, or climbing ladders and scaffolds.

SPECIAL REQUIREMENTS: Position requires the incumbent to possess a Kansas State issued Commercial Driver's License with passenger endorsement.

Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.

SPOUSE EMPLOYMENT PREFERENCE: In compliance with Executive Order 12568, this announcement provides employment preference for military spouses applying for NAF positions at pay levels NF-3 and below, or equivalent hourly rate positions, for which the spouse eligible applies and is fully qualified.

The time period of eligibility begins thirty (30) days before the military sponsor's reporting date, and continues during the entire tour or until acceptance or declination of a position (NAF OR APF) at the grade for which preference has been requested. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, etc.) is considered a declination. Preference is also terminated on placement into any continuing position (positions expecting to continue for at least 1 year), whether or not preference was applied.

A spouse eligible for preference must request consideration at the time DA Form 3433 (application for NAF employment) is submitted to the Civilian Personnel Advisory Center, NAF Division. Eligibility will be verified by the sponsor's PCS orders. If the spouse's name is not on the sponsor's PCS orders, a marriage certificate is also required.

A military spouse employment preference applies towards all external recruitments. Spouse preference does not apply for noncompetitive placements.

INVOLUNTARILY SEPARATED MILITARY MEMBERS (ISM) PREFERENCE:

In compliance with AR 215-3, certain members of the Armed Services who were involuntarily separated from active duty with an honorable or general under honorable conditions discharge are entitled to preference in hiring for a period of 1 year after separation. ISMP also applies to certain voluntarily separated members of the Armed Forces. This preference also applies to their dependents.

Preference applies to all pay band positions NF-3 and below, and all FWS and CC positions for which the ISMP eligible applies and is qualified. The preference must be claimed at the time of application. ISMP does not apply to non-competitive placement actions.

An individual is entitled to this preference in hiring only one time. The preference is terminated upon placement in, or declination of, a NAF position for which application was made.

Eligibility for preference will be verified by applicable military and civilian identification cards bearing the over stamp Transition Assistance (TA). Since the circumstances under which a military member or dependent may attain eligibility are quite broad, the CPAC/NAF-CPU should refer questions to the appropriate military personnel authority.

MILITARY PERSONNEL VOLUNTARY SEPARATION INCENTIVE (VSI) OR SPECIAL SEPARATION BONUS (SSB) PREFERENCE: In compliance with P.L. 102-484, active duty or full-time National Guard members who receive VSI or SSB separations are entitled to preference in hiring for NAF positions at pay levels NF-3 and below, or equivalent hourly rate positions, for which the VSI or SSB applies and is fully qualified.

Individuals can only receive this preference in hiring once. VSI or SSB preference is terminated upon placement in or declination of (whichever occurs first) a NAF position for which application is made.

The VSI or SSB eligible for preference must request consideration at the time DA Form 3433 (application for NAF employment) is submitted to the Civilian Personnel Advisory Center, NAF Division. A copy of DD 214, or DD 1173 (ID card with TA overstamp) will verify eligibility.

Active duty or full-time National Guard members who separate from the Military Services under the VSI or SSB programs after September 30, 1994, and are rehired in a civilian position of the Department of Defense within 180 days of separation from the Department of Defense, shall have the VSI or SSB separation payments recouped.

VSI or SSB preference applies towards all external recruitments. This preference does not apply for noncompetitive placements.

CONDITION OF EMPLOYMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. All positions require

satisfactory completion of local and national agency checks. Certain positions require satisfactory completion of criminal history repository checks and physical examinations.

APPLICATION PROCEDURES: Current qualified and interested Nonappropriated Fund employees may apply for the above positions(s) by telephoning 684-2747 or by personal visit to NAF Personnel. Reinstatement Eligibles and all other qualified and interested applicants may apply for this position(s) by submitting a DA Form 3433 (application for NAF employment) to the Civilian Personnel Advisory Center, NAF Division, Bldg. 87, 821 McClellan Avenue, during the hours 0730 to 1630 daily, Monday through Friday. Department of the Army Nonappropriated Fund Instrumentalities are Equal Opportunity Employers.

ALL CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON (E.G. RACE, COLOR, RELIGION, SEX, POLITICS, MARITAL STATUS, AGE, MEMBERSHIP IN A EMPLOYEE ORGANIZATION) OR PHYSICAL HANDICAP THAT DOES NOT INTERFERE WITH DOING THE JOB. PLACEMENT UNDER THIS ANNOUNCEMENT WILL BE MADE UNDER EXISTING DEPARTMENT OF DEFENSE EMPLOYMENT POLICY.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATIONS ARE MADE ON A CASE BY CASE BASIS.

REFUSAL OF A MILITARY SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

WHISTLEBLOWER COMPLAINTS: NAFI EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING PROTECTED DISCLOSURE OF A VIOLATION OF ANY LAW, RULE OR REGULATION, MISMANAGEMENT, GROSS WASTE OF FUNDS, ABUSE OF AUTHORITY, AND SUBSTANTIAL AND SPECIFIC DANGER TO PUBLIC HEALTH OR SAFETY, AND THE CONFIDENTIALITY OF EMPLOYEES AND APPLICANTS MAKING SUCH DISCLOSURES WILL BE PROTECTED (PUBLIC LAW 98-94).